



MCtime Manual Time Tracking Form

To be used when hours cannot be recorded in MCtime

Use additional page if more lines are needed.

Last Name	First Name	Department Name/Number	Pay Period Start	Pay Period End
Reason for Using this Form:				

Enter Dates for Week 1

Pay Code	Cost Center/Project/Task-Exp Org*	Reason Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
		Total								

Enter Dates for Week 2

Pay Code	Cost Center/Project/Task-Exp Org*	Reason Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
		Total								

* Project/Tasks require an expenditure org

Employee Approval Signature: _____ Manager Approval Signature: _____ Date: _____

Payroll Actions Performed By: _____ Date: _____